Essential Information
Your academic journey begins here ....

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Essential Information

Please read all of the following information thoroughly. Success in your course will depend on your understanding the following information:

1. **Orientation/Convention Day**
   The School of Nursing, Midwifery & Paramedicine (SoNMP) Semester 2, 2017 Orientation will be conducted at Curtin University, Bentley Campus on Monday 24th July 12.30pm in Building 405, Room 201LT (Haydn Williams Lecture Theatre). Your attendance is **highly recommended**. Please refer to the Semester 2, 2017 SoNMP Orientation timetable on the website for more information: [http://orientation.curtin.edu.au/](http://orientation.curtin.edu.au/)

2. **OASIS and BLACKBOARD**
   OASIS is a secure web portal to electronic services provided to Curtin students. It is a condition of your enrolment to log into OASIS at least once a week in order to read Official Communications from the University: [http://oasis.curtin.edu.au](http://oasis.curtin.edu.au)

   **Activate your account**
   Select ‘activate your account’ then enter your Curtin ID number and your birthday to begin.

   **Resetting your password**
   If you forget your password, simply click on the ‘Forgot your password?’ link on the OASIS login screen. Alternatively, you can contact OASIS Central by clicking ‘Contact us’ in the top right corner of the OASIS login screen or phoning +61 8 9266 1222.

   **Online help**
   Access Help using the link in the grey bar at the bottom of the screen. See OASIS SUPPORT.

   **OASIS Central**
   If you have checked OASIS Help and are still experiencing difficulties with OASIS, contact OASIS Central for assistance. To log a call online, use the Contact Us link below the login box on the OASIS screen.

   **General IT Problems**
   If you encounter IT related problems when using the Computer Lab, please contact Health Sciences IT Support on +61 8 9266 9000 or visit the Curtin IT Services website at [http://cits.curtin.edu.au/](http://cits.curtin.edu.au/).

**BLACKBOARD (learning management system)**

   **I.** The link to Blackboard is located in OASIS in the eStudent module under the ‘my studies & evaluate’ tab. If you experience any problems logging in, contact OASIS Central Support. To log a call online, use the Contact Us link below the login box on the OASIS screen.

   **II.** When you are enrolled in a unit for the current study period, the unit link will appear in the My Units: Quick View module on your Blackboard homepage. For queries about academic content, contact your Unit Coordinator or Lecturer.

   **III.** As well as study material being available on Blackboard, your Unit Coordinator provides instructions and additional material. You should access your unit on Blackboard at least once a week.
IV. In Blackboard you have access to a tab called Students, which provides information about technical requirements (minimum hardware, software and plug-ins), Bb User Guides and other online support resources which will help you settle into Curtin’s online learning environment.

3. Important dates
http://students.curtin.edu.au/administration/dates/index.cfm

4. Health and Legal checks
All students doing units with clinical practice need to submit proof of the mandatory health and legal clearances before clinical placement, further information regarding these clearances can be found: http://healthsciences.curtin.edu.au/teaching/nursing-midwifery_checks.cfm

International students can have their health checks done in their home country. Proof that the checks have been completed must be submitted in English to be accepted.

WARNING:

- Health and Legal checks must be completed if clinical experience or fieldwork is a part of your course.
- If you are unable to provide evidence for these checks, you will not be able to undertake clinical and be asked to withdraw from the unit.

You will need to have all of your health checks completed prior to undertaking a clinical placement. An Official Communication with the due date for checks to be completed will be sent to you once you have started the course. Please note that due dates differ depending at which point in the B-NURS course you are joining. Students enrolled in STRU-PARAM Bachelor of Health Science (Paramedicine) will also be notified by Official Communication the due date for completing checks.

Detailed information can be found on the Nursing and Midwifery Health and Legal Checks website at:

It is vital that you visit this website and understand your responsibilities in relation to the health and legal requirements.

The Health and Legal Checks website will also inform you:

- How to complete the checks
- Where to find health check forms

Where do I submit the completed forms?
Submit all completed forms via email. Paper copies will not be accepted.

Email: clinical.nursingmidwifery@curtin.edu.au

What should I do if I am already immune?
If you have already been vaccinated against the conditions specified on the Health and Legal Checks website, you must show evidence from a doctor to prove that you have had the required health checks or have immunity.

**What are the costs of the health checks?**
Screening and vaccination costs are your responsibility and will vary for individual students, based on immunisation history. You will need to visit a general practitioner to confirm your immunisation status. Curtin Health Services in Building 109 on Bentley Campus are familiar with Health Sciences student requirements.

**Keep a record**
You are strongly advised to keep the originals in a safe place.

If you have any further queries regarding the checks, please email the Clinical Support Office at clinical.nursingmidwifery@curtin.edu.au

5. **Uniform**
Uniforms must be worn when in Clinical Practice or when in the nursing laboratories/simulation wards. Students will require their uniform in the first semester and are required to order/purchase their uniform from the Curtin Concept Shop on campus. See “Required Dress Standard for the Clinical Area” on the School Guidelines website at: [http://healthsciences.curtin.edu.au/schools-and-departments/nursing-midwifery-paramedicine/students/school-guidelines/](http://healthsciences.curtin.edu.au/schools-and-departments/nursing-midwifery-paramedicine/students/school-guidelines/)

6. **Clinical Name Badge**
Students are required to wear an identification badge during clinical placements. You can pick up an order form for your name badge at the Curtin Concept Shop on campus. They are produced by the Guild Copy and Design Centre, also on campus.

7. **Change of Address for International Students**
Please note that it is a condition of your student visa that Curtin University has your residential address. If you move house, please update your details in OASIS, or submit a change of address form to the Faculty Student Services Office.

8. **Student Mentor Support**
All undergraduate students are offered Student Mentor support. The role of a student mentor has been designed to assist all Undergraduate students in their studies. The School of Nursing and Midwifery offers both a Student Mentor Program and an award-winning Academic Mentoring Program as there is strong evidence that this type of assistance is positively correlated with academic success.

9. **Referencing and Plagiarism**
If you would like to know more about how to reference your work and avoid plagiarism, visit the Academic Integrity website at: [http://academicintegrity.curtin.edu.au/global/studentbook.cfm](http://academicintegrity.curtin.edu.au/global/studentbook.cfm) You can download a copy of the student booklet ‘Academic Integrity at Curtin: Student Guidelines for Avoiding Plagiarism’ from the site.

10. **Official Communications Channel**
Official University correspondence sent to you via OASIS is delivered to the Official Communications Channel (OCC). Not to be confused with Student Email, the OCC is a separate electronic message.
system designed to replace official letters traditionally sent by post to students.

Messages sent by OCC cannot be deleted and it is a condition of enrolment that all Curtin students check their OCC at least weekly. Curtin monitors if and when students read their official communications.